



Date Adopted: 01/05/1999

Date Revised: _____

Title: Recreation Technician

FLSA: Non-Exempt

General Purpose:

The Recreation Technician under general supervision of assigned supervisory staff is responsible for assisting in the operational activities of assigned recreation and community service programs within the Parks and Community Services Department.

Distinguishing Characteristics:

This is an entry level class, which requires the incumbent to perform a broad range of tasks under general supervision.

Essential Duties and Responsibilities:

Under supervision, assists with the City's recreation and community services programs which may include: aquatics, senior citizens, youth and adult sports, playgrounds, special events, camps, teens and preschool.

Provides on-site supervision and implementation of assigned program areas.

Assists with administrative tasks including the maintenance of records, files and other data.

Assists in preparing promotional materials including flyers, program brochures, newsletters and press releases.

Ensures that assigned program or event is operating in compliance with established health and fire department rules and regulations.

Monitors facilities and activities of users; secures facilities as required.

Issues equipment for recreational activities; prepares for special events such as dances and excursions.

Participates in assessing supplies needed for events and requisition additional supplies as needed.

Assists in the assurance that City recreational activities start and finish in the prescribed manner and time frames.

Assists responsible staff to prepare for upcoming recreational events.

Notifies participants for scheduling events and registration requirements.

Coordinates recruitments, recommends for employment, trains, supervises and evaluates volunteers and temporary part-time staff.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Minimum Qualifications:

Knowledge of:

Principles and practices of record keeping.

Principles and practices of basic supervision and training methods and techniques.

Principles and practices of standard safety precautions.

Methods of program planning and evaluation.

Operational characteristics of the assigned recreation program.

English usage, vocabulary, spelling and punctuation.

Customer service techniques.

Ability To:

Work independently under minimal supervision.

Schedule, train, and supervise the work of others.

Problem solve conflicts and disputes.

Assist in the operations of assigned recreation programs.

Express ideas and communicate effectively verbally and in writing.

Instruct and enforce safety rules.

Analyze, interpret and explain program policies and procedures.

Establish and maintain effective working relationships with those contacted in the course of work.

Prepare written reports, newsletters, flyers and other written materials.

Physical Standards:

The physical standard described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to, bend and twist to participate in Parks and Community Services activities; squat, climb, kneel and twist when setting up and participating in various recreation programs and special events; lift, carry, push, pull and otherwise move objects. While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret information; resolve customer services issues; interact with City staff, volunteers, vendors, and the public.

Education and Experience:

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to graduation from high school, supplemented by college courses in community services, recreation program management, gerontology, or a related field. Graduation from an accredited community college with an AA degree, which includes courses in recreation, community service administration, gerontology, or a related field, is preferred.

Experience: Two years experience performing entry level work in Parks and Community Services and/or Recreation programs.

Licenses; Certificates; Special Requirements:

Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.

Certification in CPR and First Aid preferred.